



Volunteer Staff Job Description

Position Concept: As a Volunteer Team Member the Volunteer Staff supports all areas of the golf operation, with specific emphasis on the driving range and property beautification and litter control. The major priority and focus will be on maintaining the driving range and practice area in accordance with the philosophy, policies and procedures of the Cedar Crest Golf Course.

Supervised By: Head Golf Professional /Assistant Golf Professional

Job Specific Responsibilities - (include but are not limited to):

- Driving Range – typical tasks include:
 - Driving Range Set up, Breakdown and Storage of range equipment
 - Picking balls on the range
 - Washing the balls and returning them to the golf shop
 - Keeping the area around the ball washing machine clean and organized
 - Maintaining a clean and organized appearance of the practice area by ensuring there is no trash on or around the driving range, chipping and putting green, picking up and returning all empty range buckets to the golf shop, keeping the range set up neat and in place
- Responsible for maintaining a clean atmosphere around the parking lot and golf course perimeter by ensuring all litter and debris is discarded.
- Responsible for maintaining a clean and safe working environment, with continual emphasis on promoting employee health and safety.
- Keep supervisor promptly and fully informed of all problems or unusual matters of significance. Notifies management if replacement is needed.

Job Requirements -

- Must be available to work 1-2 days a week
- Must be available to work some weekends
- Must work a minimum of 4 shifts a month to maintain playing and practice benefits
- Maintains a friendly appearance; ensures clothing is clean, pressed, and in good condition and overall attire and appearance meets dress code guidelines.
- Ability to work harmoniously with maintenance technician and fellow employees
- Ability to learn and enforce course policies, rules and regulations
- Ability to follow verbal and or written instructions
- Able to lift up to 20lbs

Benefits Package –

50% off Meals While on Duty
Play & Practice Privileges
Merchandise Discounts
Banquet Room Discounts
Lesson Discounts